**Northallerton Tennis Club Committee Meeting**

**Held on Wednesday 24th November 2021**

**Cricket Club Bar**

**Present:** Helen Mighall, Nimmo Clarke, Debbie Pearson, Ralph Windwood, Margaret Fenwick

1. **Apologies:** Helen Coulthard, Sue Pratt, Jackie Hay, Lyn Thompson (*Paul Collier*)
2. **Minutes of the meeting held 2nd September and matters arising not on the agenda.**

Margaret confirmed that a note had gone to members about hygiene requirements.

Debbie confirmed that he had tried to sell the kit bit there had been no interest.

*A message had been sent to members and Club sessions have been running on Sunday mornings.*

The minutes were amended as follows:

Item 13.

Ralph stressed the need to encourage members to report anything untoward. Debbie reminded the meeting that if there is a **serious concern** with immediate threat to a child or adult then the Police are first port of call. The ~~followed by~~ Safeguarding Section at NYCC are available for advice including out of hours [NYSCP (safeguardingchildren.co.uk)](https://www.safeguardingchildren.co.uk/about-us/worried-about-a-child/) and Debbie ~~then her,~~ as Welfare Officer should also be contacted for advice or informed of any concerns. Debbie is conscious that she may not always be readily available therefore it is important everyone is aware of alternative routes for safeguarding advice. All details are on our website and the club notice board.

Item 15.

Ralph suggested creating a Facebook page as an additional method of communication and encouraging a ~~one of the young~~ member with an interest in social media to maintain it.

1. **Treasurer’s Report**

Jackie had supplied updated financial records ahead of the meeting to aid discussion.

They are attached as appendices.

Margaret stated that there is addition expenditure to be taken into account: £102.90 that was paid directly from the Cricket Club bank account for the trophies and whatever the engraving will cost.

Margaret asked Ralph to provide a breakdown of the £200 surplus from the coaching programme to help the committee decide where we might potentially need to alter fees/subscriptions and to be clear when we discuss finances with the Cricket Club. (It was acknowledged that we have not seen the accounts from the Cricket club). Ralph said it was hard to be exact but it was down to surplus after coaches had been paid and given that the club had paid for the DBS clearances for the 2 coaches, Ralph felt it was fair. Ralph said that he wants as many coaches present as possible and would overstaff if necessary and he thinks he got it about right. Debbie said he had done a good job.

Margaret raised concerns that there would have been a potential loss if there had been any competitions held, leading to expenditure on trophies and engraving. Ralph stated that he never considered the coaching programme to be a way of making money for the club. Debbie suggested that when the next coaching blocks begin in March that details should be provided of numbers signing up, what has been paid to the coaches and what is left at that point.

Ralph confirmed that he pays James £25 per hour/Eleanor and Laura are paid £10 per hour. The coaching costs £6 per hourly session. Ten sessions. Ralph is unsure whether or not that is too expensive and is excluding those from some backgrounds. (See also Item 7)

**ACTION:** Ralph to provide breakdown as outlined above.

 The committee will look again at what we expect/want from the coaching programme.

Jackie has decided that she will not be continuing as Treasurer beyond the end of this season. Massive thanks were recorded to Jackie for her years of service in the role.

**ACTION:** Margaret agreed to discuss potential interest in the role with Helen Coulthard.

1. **Court Resurfacing/General Maintenance**

The wasps nest has been removed. There had been well over 100 dead and dying wasps in the Clubhouse. Matthew Midgley kindly swept up the majority after the Council had done their job.

Jonathan has begun filling the holes on the courts in addition to the annual moss treatment.

Debbie and Margaret have done a little bit of thinking/enquiring about potential sources of funding for the resurfacing of the courts. Margaret has spoken to Althea Draper at Bedale to sound her out about her recent experience. Possible sources are:

Hambleton District Council

Yorkshire Tennis

LTA

Local businesses

Althea suggested using a freelance adviser, Nicky Smith, to help guide us to the best sources of money. Nicky is an expert in grant applications. Debbie confirmed that the Club had used Nicky previously and it was agreed that she should be approached.

**ACTION:** Debbie to invite Nicky to the next committee meeting.

There was a discussion about the need to have our own bank account in order to gain access to external funding. Debbie informed the meeting that we did have a separate one when we applied for grants for the Clubhouse, with her and John Topham as signatories.

1. **Presentation Evening**

This item will be discussed at the January meeting.

1. **2022 Harrogate League**

The feeling was that feedback had suggested that there was enough interest for at least one team to be entered. The matter will be revisited before the deadline for entries to the league.

1. **Coaching/Junior Report**

Ralph reported that he had held coaching sessions from 3rd April until the end of October with no breaks. That had been possible due to James making himself available.

There had been 50 children at the sessions and that was split almost 50/50 between boy and girls. They were all children who had attended previously. There had been no promotional or outreach work done in schools.

There had been no competitions held, it had all been about participation.

There has been a change of dynamic with James taking on the role of Lead Coach. He leads and plans each session. James is happy to commit to next season.

Eleanor and Laura have flourished. Eleanor is training and playing at University too.

Matthew Midgley passed his Level 1 qualification with a distinction (98%). The course had been very different in content from previous ones. Matthew will be a great asset and aids continuity. He is keen to train to the next level. There will be a DBS needed for Matthew.

Ralph intends to promote his coaching programme for next season and hopes to address the lack of diversity in those participating.

1. **Request from Royal Engineers**

Ralph and Margaret had both spoken to a representative from the Royal Engineers about a request to hire our courts on Tuesday 19th and Wednesday 20th July 2022 for a competition. The courts would be booked from 9.00 a.m. to 4.00 p.m. on both days although they might finish by lunchtime on the second day.

It was agreed that we should agree to the request subject to:

* Must do their own risk assessment
* Must wear appropriate kit/shoes
* Must provide their own equipment (balls could be provided if necessary at a cost)
* Clarity on numbers (roughly)
* Agreed fee
* Being clear on what is expected from the bar (i.e. we do not provide refreshments)

The committee felt that there would need to be a presence on the days to help facilitate things and make them welcome. There would need to be a presence anyway as they have asked to use the bar facilities. It was also suggested that photos should be taken for the press.

**ACTION**: Margaret to respond as per above, having determined appropriate fee.

 Margaret to confirm booking with Cricket Club.

 Committee to ensure bar is staffed.

1. **Management Committee**

Nothing to report.

1. **Equality & Diversity (Standing Item)**

Ralph encouraged a discussion to reflect on what is happening in the Cricket world at present and inappropriate language etc. The committee had another open discussion about how to model the appropriate behaviours and values that are expected of all members and call out anything that is felt to be inappropriate.

There was also another discussion about possible opportunities for increasing the representation of different ethnicities within the club.

**ACTION:** Debbie to prepare a message to Members to support equality and diversity and to reinforce the message about appropriate behaviours at the Club.

1. **Safeguarding (Standing Item)**

Debbie had renewed her DBS.

Matthew Midgley will need a DBS clearance in his role as Level 1 coach.

Debbie reminded Ralph that James’ coaching accreditation had run out in September.

1. **Risk Assessment (Standing Item)**

Margaret confirmed that the risk assessments had been updated.

1. **Any other business**
* Debbie suggested that we should concentrate on developing a strategy for marketing the Club at the January meeting and then form an action plan to take forward in February.

**ACTION**: Margaret to include on agenda for January meeting.

* Margaret reported that she had missed the deadline for completion of yet another LTA survey about the club. Interestingly she had not been chased or reminded.
* Date for AGM to be considered.
* LTA reregistration id due by 16th December.

**ACTION**: Margaret to complete.

Outstanding/On-going **ACTIONS** from previous meetings:

* Margaret to arrange meeting with Cricket Club to discuss joint finances. This will cover utilities etc. Jackie is doing some final checks.
* Ball machine to be checked.
* Debbie and Margaret to consider LTA Action plan.
* Hut Painting. Paul Collier has offered to paint the hut.
* Margaret to discuss taps/boiler drips with volunteers at Cricket Club.
* PAT testing to be carried out.

**DATE OF NEXT MEETING Wednesday 19th January 2022**